

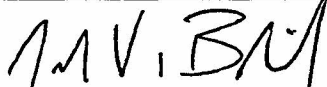
ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

12

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

| | | | | | | | | |
|---|--|--|--|---|-------------|---|---------------------------|-----------------------------|
| 1. DATE OF ORDER 09/30/2013 | | 2. CONTRACT NO. (If any) EP-W-13-028 | | 6. SHIP TO: a. NAME OF CONSIGNEE Region 8 | | | | |
| 3. ORDER NO. 0007 | | 4. REQUISITION/REFERENCE NO. See Schedule | | b. STREET ADDRESS U.S. EPA Region 8 Lab 16194 W 45th Drive | | | | |
| 5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 | | | | c. CITY Golden | | d. STATE CO | e. ZIP CODE 80403-1790 | |
| 7. TO: JUDY MANLEY a. NAME OF CONTRACTOR TECHLAW, INC. | | | | f. SHIP VIA | | | | |
| b. COMPANY NAME | | | | 8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY | | | | |
| c. STREET ADDRESS 14500 AVION PKY STE 300 (b)(4) | | | | REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. | | | | |
| d. CITY CHANTILLY | | e. STATE VA | | f. ZIP CODE 201511108 | | Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. | | |
| 9. ACCOUNTING AND APPROPRIATION DATA See Schedule | | | | 10. REQUISITIONING OFFICE TIFSD | | | | |
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB | | | | | | 12. F.O.B. POINT Destination | | |
| 13. PLACE OF a. INSPECTION Destination | | b. ACCEPTANCE Destination | | 14. GOVERNMENT B/L NO. | | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) | | 16. DISCOUNT TERMS |
| 17. SCHEDULE (See reverse for Rejections) | | | | | | | | |
| ITEM NO. (a) | SUPPLIES OR SERVICES (b) | | | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
| | DUNS Number: 116211863 ESAT R8 Task Order 07: Libby Data Management Support TOPO: Jeff Mosal Max Expire Date: 08/31/2016 Continued ... | | | | | | | |
| 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | | 17(h) TOTAL (Cont. pages) | | |
| 21. MAIL INVOICE TO: | | | | | | | | |
| a. NAME RTP Finance Center | | | | | | \$896,852.40 | | |
| b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive | | | | | | | | |
| c. CITY Durham | | d. STATE NC | | e. ZIP CODE 27711 | | \$1,351,342.60 | | |
| 22. UNITED STATES OF AMERICA BY (Signature)  | | | | 23. NAME (Typed) Jared Van Buskirk TITLE: CONTRACTING/ORDERING OFFICER | | | | |

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

| | | |
|-----------------------------|-----------------------------|-------------------|
| DATE OF ORDER 09/30/2013 | CONTRACT NO. EP-W-13-028 | ORDER NO. 0007 |
|-----------------------------|-----------------------------|-------------------|

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Accounting Info: 13--TR2-08LRABC-303DD2-2505-08BCLA00-C001-13 08LSP835-001 BFY: 13 Fund: TR2 Budget Org: 08LRABC Program (PRC): 303DD2 Budget (BOC): 2505 Job #: 08BCLA00 Cost: C001 DCN - Line ID: 1308LSP835-001 Period of Performance: 09/01/2013 to 08/31/2016 | | | | | |
| 0001 | Task Order Base Period Contract Base Period- year 1 Period of Performance: 09/30/13- 08/31/14 Requisition No: PR-R8-13-00197 | | | | | |
| 0002 | Task Order Option Period 1 Contract Base Period- year 2 Period of Performance: 09/01/14- 08/31/15 (Option Line Item) 09/01/2014 | | | | 449,764.20 | |
| 0003 | Task Order Option Period 2 Contract Base Period- year 3 Period of Performance: 09/01/15- 08/31/16 (Option Line Item) 09/01/2015 | | | | 447,088.20 | |
| | The obligated amount of award: \$116,000.00. The total for this award is shown in box 17(i). | | | | | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$896,852.40

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Prescribed by GSA FAR (48 CFR) 53.213(f)

Statement of Work
Task Order 7 Libby Data Management Support

Contract Number: : EP-W-13-028

Contractor Name: Techlaw Inc.

Amendment Number: Initial

Project Title/Name: Libby Data Management Support

EPA Contracting Officer: Jared Van Buskirk

EPA Project Officer: Dave Christenson

EPA Technical Contact: Jeffrey Mosal

EPA Alternate Technical Contact: Dania Zinner

EPA Alternate Technical Contact: Dave Christenson

Period of Performance: 9/1/13 – 8/31/16

Task Order Description

DESCRIPTION:

The Contractor shall provide general data management support and oversight of activities conducted at the EPA Region 8 for the Libby, Montana Asbestos Superfund site.

BACKGROUND:

The Site is located within the communities of Libby and Troy, in Lincoln County, Montana. The City of Libby is located 7 miles southwest of a vermiculite mine that operated from the 1920's until 1990. Vermiculite from this mine contains varying levels of a form of asbestos referred to as Libby amphibole (LA). Exposure to LA has been shown to cause a range of adverse health effects in people, including not only workers at the mine and processing facilities, but also in residents of Libby. Since 1999, the U.S. Environmental Protection Agency (EPA) has conducted sampling and cleanup activities to address asbestos-contaminated areas at the Site. The Site was listed on the Superfund National Priorities List (NPL) in October 2002.

The Site includes homes and businesses that may have become contaminated with asbestos as a result of the vermiculite mining and processing conducted in and around Libby and Troy, as well as other areas in the vicinity that may have been affected by mining-related releases of asbestos. For long-term management purposes, the Site has been divided into eight operable units (OUs).

PURPOSE /SCOPE:

- **Subtask 1: Task Order Oversight.** The Contractor shall provide oversight of activities conducted at the Libby, MT Superfund site as identified and assigned by TDF to ensure quality and timeliness of all deliverables. Additionally, the Contractor shall meet specific administrative and quality assurance requirements specified in this Statement of Work.

- **Subtask 2: Libby Data Support.** The Contractor shall provide data management support to EPA Region 8's property remediation activities at the Libby Asbestos Superfund Site.
- **Subtask 3: Response Manager Support.** The Contractor shall configure deploy and support EPA's Response Manager Software in support of remediation activities at the Libby Asbestos Superfund Site.
- **Subtask 4: Libby Asbestos Data Tool (LADT) Support.** The Contractor shall develop, maintain and provide technical support for the Libby Asbestos Data Tool (LADT). The LADT is a portable Laboratory Information Management System (LIMS) that was developed for use at the ESAT Laboratory. The LADT tool may also be used by partner labs. Their use of the LADT is not required.

TASKS:

Subtask 1 Task Order Oversight

The Contractor shall provide oversight of activities conducted at the Libby, MT Superfund site as identified and assigned through a TDF to ensure the quality and timeliness of all deliverables. In addition, the Contractor shall meet the following administrative and quality assurance requirements.

Administrative Requirements

1. Inform the TOCOR via email within two days of receiving a TDF if personnel with the appropriate experience and skills are NOT available to complete an assignment, or in the event the contractor anticipates TDF task deadlines or deliverable deadlines cannot be met.
2. Perform Project Management functions associated with this Task Order and maintain all files and records required by this Task Order.
3. Create and maintain applicable records, especially analytical log books, laboratory notebooks and worksheets as applicable under this Task Order.
4. Attend conferences, trainings, and meetings to obtain the certifications, skills, knowledge, and/or information required by this Task Order.
5. Maintain all equipment and supplies related to this Task Order. Consult with the TOCOR and/or PO if and when any equipment or supplies need replacement before making any purchases. Any purchases of property under the contract must be cleared through the CO before purchase is made.
6. Comply with all health and safety, environmental, waste handling, and other applicable rules and regulations established by, but not limited to, the EPA Region 8 Laboratory, the Troy Asbestos Preparation Facility, and the Libby Asbestos Sample Archive Facility while performing work under this Task Order.
7. The Contractor shall prepare and deliver monthly progress and financial reports for this Task Order to the appropriate TOCOR and Contract level COR by the 7th of each month.

8. Develop, implement, annually review and maintain all Standard Operating Procedures (SOPs) required by this Task Order.
9. All contractor travel shall be in accordance with contract clause H19. The contractor shall obtain authorization for any travel in advance from the Contract-Level COR. The contractor's request for travel approval shall include: the dates of travel, the destination, the SSID & Operable Unit to be charged, the TDF number requesting the travel, and the task order number to be charged. Whenever possible, the contractor shall request travel authorization in writing at least one week prior to the date of travel. Multiple travel events may be requested and authorized in a single authorization.

Quality Assurance Requirements

Develop, maintain and add to the contract Quality Management Plan (QMP) requirements for quality assurance documentation related to the work under this Task Order.

Comply with relevant requirements of the applicable version of the Libby Quality Assurance Project Plan (QAPP) related to the work under this Task Order. The contractor may be asked to provide comments on or contributions to the Libby QAPP or revisions thereof, but is not expected to be the primary author of the Libby QAPP.

The contractor shall comply with all quality assurance requirements, including completion of quality assurance documentation required by the QMP, QAPP, or as directed by TDF. The contractor shall provide quality assurance documentation to third party auditors (e.g. under the QATS contract) upon request by EPA.

1. Designate a Quality Assurance officer who will develop and oversee the overall quality assurance process to document compliance with quality control requirements specified in the QMP.
2. Comply with all requirements of applicable SOPs, National Voluntary Laboratory Accreditation Program (NVLAP), ISO Methods, the Libby Quality Assurance Project Plan (QAPP) and site-specific modifications developed by EPA and the Libby Team.

In particular, the Contractor shall adhere to QA/QC requirements given in:

1. Libby Asbestos Site-Wide Quality Assurance Project Plan (QAPP)
2. Approved and applicable Sampling and Analysis Plans (SAPs)
3. Referenced Analytical Methods
4. Approved and applicable Standard Operating Procedures (SOPs)
5. Approved and applicable Laboratory Modification Forms
6. Applicable information contained in the Libby Laboratory eRoom

Subtask 2 Libby Data Support

During the Field Season, the Contractor shall manage sample data submitted by field personnel associated with the EPA and their Contractors, the United States Army Corps of Engineers (USACE) and the Montana Department of Environmental Quality (MT-DEQ). The Contractor shall receive samples at either the Troy Sample Preparation Facility or the Libby Sample Storage Facility and generate Chains of Custody (COC) in accordance with EPA Technical Direction.

The Contractor shall receive samples from various field crews and perform the following activities:

1. Accept samples and Chains of Custody from field personnel and maintain an electronic process to manage sample inventory.
2. Log all samples and sampling metadata into Scribe in accordance with EPA Region 8's Libby Data Standards and the Libby Data Management Plan.
3. Generate Chains of Custody, for samples that are shipped to sample preparation and/ or analytical laboratories as designated by EPA Technical Direction.

The Contractor shall log samples and requested preparation methodologies into Scribe and the Contractor's electronic document tracking system upon receipt.

Once a sample has been prepared for analysis, the Contractor will use Scribe to generate Chain of Custody and ship samples to the EPA Region 8 laboratory (or other laboratory as directed by TDF) for analysis.

Data Management and Reporting Requirements: The Contractor shall produce documentation as required by EPA's most current version of its Soil Sample Preparation SOP, the Libby Data Management Plan, and the Libby Asbestos Site-Wide Quality Assurance Project Plan (QAPP). In addition, the Contractor shall load data that passes verification to the relevant Scribe database and publish this data to Scribe.net within one business day after receiving the analytical data. Verify, update and report all data in the following data tables in accordance with *EPA Reporting Requirements for Tabular Data* (see Appendix A).

This reporting requirement will require:

- Generating standard Electronic Data Deliverables (EDDs).
- Configuring and tuning Scribe to accept EDDs.
- Loading EDDs into a local Scribe Project established for each Site/OU.
- Publishing these Projects to Scribe.net.

The Contractor shall provide data management support to EPA Region 8's property remediation activities at the Libby Asbestos Superfund Site. The Field Season is expected to run each year from April 1 to November 30.

The Contractor shall update EPA Region 8's site-specific data standards and data reporting requirements as specified by TDF. The Contractor shall develop SQL statements to validate both field and analytical data submitted by remedial contractors to meet the EPA's data standards and new reporting requirements at the Libby Asbestos Superfund Site.

The Contractor shall follow the EPA Data Management Plan for the Libby Asbestos Superfund Site (DMP) and its appendices. This comprehensive DMP will contain several integrated procedures related to different site-specific data streams and the data requirements for the respective databases.

The Contractor shall maintain a site-specific data management infrastructure to meet the

requirements of the DMP. This infrastructure will utilize EPA tools and systems wherever possible but may require the development of additional software and/or data management tools. These EPA tools and systems include, but are not limited to EPA's Libby Geospatial Database, Scribe, Scribe.net, OSC.net, Response Manager, the Libby EDD FTP site, SDMS, and associated information distribution tools, systems and processes.

The Contractor shall migrate historical spatial and tabular data into the Information Management System documented in the DMP. For all future operations, the Contractor shall provide oversight and technical assistance to field personnel to ensure that the requirements defined by the EPA Region 8 Libby Asbestos Superfund Site's *Data Standards and Reporting Requirements* and the DMP are met.

The Contractor shall monitor the receipt of data and information from field personnel working on property clean ups in Libby and Troy, Montana. This data includes, but is not limited to, field observations, sampling metadata, and other data related to EPA's remediation process at Libby and Troy, Montana. EPA Region 8 policy requires that all field and laboratory personnel submit documents to the Libby EDD FTP site, Response Manager and possibly OSC.net. All tabular data to Scribe.net and/or Response Manager. (OSC.net, Scribe, Scribe.net and Response Manager are EPA software products). The Contractor shall provide training and technical support to field personnel who are loading data to OSC.net, the Libby EDD FTP site, Scribe, Scribe.net and Response Manager.

The Contractor shall verify that all field personnel appropriately submit their documents and tabular data to the Libby EDD FTP site, Scribe, Scribe.net, and Response Manager by comparing all electronic deliverables against EPA Region 8's Data Standards. If data does not meet the requirements defined by the Libby Data Standards, the Contractor shall report these issues to the data provider and monitor the provider's efforts to resolve these issues. ESAT shall provide technical assistance as required to solve all issues.

The Contractor shall submit a *Data Receipt and Data Quality Report* to EPA Region 8 weekly. This Report shall summarize:

1. The electronic deliverables that the Contractor has received from various field crews.
2. The results of the Contractor's comparison of received deliverables against the Libby Data Standards.
3. The known progress of the efforts of data providers to resolve problems with their submittals.

Subtask 3 Libby Response Manager Support:

The Contractor shall configure and deploy EPA's Response Manager System in support of the Libby asbestos cleanup.

The Contractor shall provide the following support services for Response Manager.

- Analytical Support
- Data Review
- Analytical Logistical Support
- QA/QC Support

- Risk Assessment Support
- Preparation of QAPPs, SOPs and SAPs
- Development and Review of Analytical Methodologies
- Development and deployment of additional enhancements to Response Manager that may be tasked by TDF.
- Export data, documents, photographs, etc. that are in Response Manager to EPA's SDMS system.

To successfully provide these support services, EPA Region 8 and its ESAT Team need full access to a wide variety and large amount of property-specific data and documents. This information is collected or generated by at least five different Government Agencies and their support contractors. The ESAT contractor shall implement an enterprise system to increase the efficiency and accuracy of information management at the Site.

The Contractor shall utilize EPA's Response Manager Data Management System. Response Manager is a proven tool owned and developed by EPA to manage the data and documents that are commonly associated with large scale property-based removals. The Contractor shall replicate Response Manager on a hosting service designated by EPA.

The Contractor shall configure Response Manager for use at the Libby Asbestos Superfund Site in accordance with EPA's Reporting Requirements for Tabular Data and Documents (see Appendices A and C of EPA's Data Management Plan for the Libby Asbestos Superfund Site). Response Manager shall be the primary repository for property-specific documents and data in the following tables:

- PropertyInfo
- PropertyGIS
- PropertyStatus
- SurveyTemplate
- SurveyQuestion
- SurveyAnswer
- Survey
- SurveyResult

The Contractor shall assess operational requirements and configure the necessary Response Manager data entry screens and reporting functions. The Contractor shall establish user accounts with appropriate privileges and provide user-based training and support.

The Contractor shall coordinate with EPA ERT to establish a Scribe.net web service and an Extract, Transform and Load (ETL) tool that draws data from various Scribe Projects published to Scribe.net. This data will be loaded to an enterprise sampling and analytical database that is embedded in Response Manager. This database will include the following data tables:

- Events
- Location
- Visible Vermiculite
- COC
- Samples
- SampleStatus

- DryingLog
- GrindingLog
- Analysis
- LabResults
- Structures
- Validation

The Contractor shall migrate relevant historical data and documents into Response Manager and serve data from a production application hosted on an EPA designated platform.

The Contractor shall provide training and technical support to both users and a limited number of power users (systems administrators) on an as needed basis.

The Contractor shall develop a procedure to export documents and data from Response Manager to SDMS as directed by TDF.

In an effort to standardize the data between Operable Units, the Contractor shall work with EPA, the State of Montana, Lincoln County and their contractor, Tetra Tech to migrate data and data fields in the TOAD database that are common with the OU4 Libby Response Manager incident. The Contractor will also work with the same entities to migrate documents (PDFs, photographs, etc) from the Troy Archive and TOAD into Response Manager.

Subtask 4 Libby Asbestos Data Tool (LADT) Support

The Contractor shall develop, maintain and provide technical support for the Libby Asbestos Data Tool (LADT) that has been in use for over two years. The LADT is essentially a portable Laboratory Information Management System (LIMS) for use at ESAT and (is not required for use at partner labs) for the Libby and Troy, MT sites. It is intended to replace the National Asbestos Data Entry Spreadsheet (NADES) EDD and better interface with SCRIBE. The LADT Tool is designed to:

- Provide additional functionality for the LAD to incorporate the Fluidized Bed Asbestos Segregator (FBAS) and NIOSH 9002 PLM test methods.
- Provide Cover Letter, Cover Sheets, and Case Narrative for reports.

The Contractor shall:

- Make modifications to the LADT tool for improved, modified, and corrected functionality as directed by TDF.
- Develop training tools (short video and instruction manual) for LADT as directed by TDF.
- Improve delivery method for the LADT tool. (Including registration, site housing, and electronic packaging and deployment).
- Provide ongoing support for the LADT tool.

Reporting Requirements: The Contractor has developed the Libby Asbestos Data Tool (LADT) for Asbestos and shall report analytical data in accord with EPA Data Standards, Libby Data Management Plan and reporting requirements for the Libby Asbestos Site and/or the Libby

Action Plan. The Contractor shall adhere to reporting requirements given in the previously listed guidance. Reporting deliverables will generally consist of hard copy reports and electronic data deliverables (EDDs). The Contractor will load all data that passes verification to the relevant Scribe Database and publish this data to Scribe.net within one business day after receiving the analysis data. Verify, update and report all data in the following data tables in accordance with *EPA Reporting Requirements for Tabular Data* (see Appendix A).

The Contractor shall also submit data packages to the FTP site to include, but are not limited to the following components:

- Standard Laboratory Data Package Checklist for PLM and TEM analysis
- Laboratory Name and Location Information
- TDF Number, Work Order ID and Case Narrative
- Analyst and Reviewer Name
- Method Utilized
- Data Package Preparation Date
- Chains of Custody
- Copies of Raw Data, Bench Sheets, Calibration Curve Documentation, Refractive Index Verification Form(s)

Deliverable & Activity Schedule

All deliverables shall be in hard copy and electronic format, i.e. Microsoft Word, Excel, compact disc, etc.

| Deliverable | <u>Contract SOW</u> Task Reference | Due No Later Than |
|--------------------|---|--------------------------|
| Specified by TDF | | |
| | | |
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The following additional terms and conditions are requirements of this task order:

CONTRACTING OFFICER'S REPRESENTATIVES

The individuals listed below are authorized representatives of the Contracting Officer for this task order. These individuals may issue perform Contracting Officer Representative (COR) functions as described in the contract clauses *Technical Direction* (EPAAR 1552.237-71) and *Authorized Representative of the Contract-Level COR* (EPA-G-42-102).

| <u>Name</u> | <u>Role</u> |
|--------------|--------------------------|
| Jeff Mosal | Task Order COR |
| Dania Zinner | Alternate Task Order COR |

OPTION PERIODS

This task order contains option periods that the Government may exercise via unilateral task order modification by providing written notification to the contractor of its intent to exercise the option period at least 60 days in advance of the end of the current effective period. Providing this written notice does not commit the Government to exercise the option. If the Government failed to provide written notice within that time, the Government may exercise the option via bilateral task order modification. Task order option periods may only be exercised within the effective period of the contract. If a contract-level option period is not exercised, task order option periods may not be exercised beyond the final date of the contract period of performance.

The period of performance of this task order, inclusive of all option periods is:

| | |
|-----------------|-------------------------------------|
| Base Period | September 1, 2013 – August 31, 2014 |
| Option Period 1 | September 1, 2014 – August 31, 2015 |
| Option Period 2 | September 1, 2015 – August 31, 2016 |

QUALITY ASSURANCE

Performance under this task order requires the contractor to prepare a Quality Assurance Project Plan (QAPP) to be included as part of the task order. The contractor shall submit a QAPP with its task order proposal in accordance with *EPA Requirements for Quality Assurance Project Plans (QA/R-5)* found here: <http://www.epa.gov/QUALITY/qs-docs/r5-final.pdf>. The contractor's QAPP must be approved by the Task Order Contracting Officer's Representative (TOCOR) and Quality Assurance Manager before task order award. After task order award, the contractor shall perform all tasks under this task order in accordance with the quality standards established in the QAPP.

TRAVEL

Performance under this task order may require travel. The contractor shall submit requests for travel in accordance with the contract clause *Approval of Contractor Travel* (EPA-H-31-104). Approval of task order proposals that include travel as a materials cost shall not be construed to mean the travel is approved. Separate approval for contractor travel shall be obtained from the Task Order COR.

TRAINING

Performance under this task order may require unique training that is allowable as a direct cost to the task order. The contractor shall submit requests for such training in accordance with the contract clause *Approval of Training* (EPA-H-31-105). Approval of task order proposals that include training as a materials cost shall not be construed to mean the

training is approved. Separate approval for Contractor training shall be obtained from the Contract-Level COR.

CONTRACTOR-ACQUIRED PROPERTY

Performance under this task order may require the contractor to acquire items that meet the definition of property. In accordance with the contract, the contractor shall not fabricate or acquire, on behalf of the Government, either directly or indirectly through a subcontract, any item of property without prior written approval from the Contracting Officer. For purposes of this task order, written approval shall be sought only for items that are considered to be "accountable personal property" defined in Section 3.2 of the *EPA Personal Property Policy & Procedures Manual (FMSD 4832)* found at <http://intranet.epa.gov/ohr/rmpolicy/ads/manuals/pp-policy-procedures-manual.pdf> as:

- personal property with an acquisition cost of \$5,000 or more;
- all leased personal property (regardless of dollar value); and
- all "sensitive items" (regardless of dollar value). "Sensitive items" are personal property items that may be

converted to private use or have a high potential for theft, such as: laptops, projectors, cell phones, cameras, GPS units, electronic meters, and other technical equipment.

Approval of task order proposals that include items considered to be accountable personal property as a materials cost shall not be construed to mean the items are approved. If the Contracting Officer authorizes the contractor to procure contractor-acquired property (CAP) under this task order, the contractor shall deliver the item(s) as a deliverable under this task order. The Government may decide to provide the property back to the contractor as government-furnished property.

VEHICLE USAGE

Performance under this task order may require the contractor to use motor vehicles. In deciding how to obtain vehicle services, the contractor shall follow the order of precedence and acquisition considerations in the contract clause *Motor Vehicle Usage (ESAT)* (CO Added).
